

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
NUTRITION SERVICES**

JOB CLASSIFICATION: DIETETIC TECHNICIAN (Safety)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Responsible for assisting Clinical Dietitians in the development and implementation of nutritional care plans for the client/patient population in the State Hospitals; monitoring client/patient tolerance and acceptance of the diet; developing and presenting training programs for food service/hospital staff and hospitalized patients when assigned; and other related work.

50% Process and integrate diet orders per departmental policy. Includes:

- **Prepare weekly diet menus for review by RD. Monitor need for and complete all diet menu changes.**
- **Process diet orders into Diet Line, Regular Line, and special nourishment instructions.**
- **Compose special modified diet slips for diets not listed on the diet menu.**
- **Maintain patient diet kardexes. Process related data such as movement sheets and renewals.**
- **Prepare and distribute required production/presentation forms, e.g., Special Order Sheets and tally of special nourishment items.**
- **Complete data entry into foodservice software system (e.g., Computrition).**

Participate in procurement duties:

- **Maintain and monitor inventory of food and supplies. Complete quarterly physical inventory and reconcile with perpetual balance.**
- **Maintain contact with Nutrition Services Procurement Manager, Kitchen and Dining Room Supervisors and hospital's Procurement Office Buyer regarding over/under stocked food/supplies. Prepare amendments and/or revised delivery schedules as needed. Contact vendors when delivery/product discrepancies occur.**
- **Review new state contracts and alert Procurement Manager of any changes, e.g., products removed or contracts not renewed that affect the menus and/or ordering.**
- **Evaluate food/supply usage figures quarterly and determine/document average monthly usage to ensure accurate ordering. Prepare purchasing packets, product specifications and delivery schedules needed for food/non-food orders; forward to Procurement Manager for review. Determine quantities needed and place twice-weekly miscellaneous food orders online. Assist Procurement Manager as directed.**

25% Provides support to the Clinical Dietitians. Tasks include:

- Effectively communicate nutritional information.
Example: respond to all incoming clinical calls/inquiries and follow through as needed, including referrals to the dietitians.
- Maintain current census information for new admission and acute infirmary patients.
- Maintain required clinical records. This includes maintaining/entering ongoing menu analysis data and preparing periodic reports and tallies, e.g., statistical diet report and nourishment tally.
- Perform miscellaneous clerical responsibilities/tasks within the diet office as outlined in clinical policies/procedures.
- When assigned, assist with nutritional screening activities of the hospitalized patients, e.g., interviews, assessment of those at low-risk nutritional status type, meal observations, and basic nutrition education.
- Assist with nutrition education classes for hospitalized patients and/or hospital staff, when assigned.

20% Participate in performance improvement and other activities. This includes:

- **Monitor and help coordinate the provision of modified diets. Includes: Monitor meal service.** This includes Diet Line monitoring and checking trays for accuracy; correcting errors; allowing alternate foods as appropriate; offering subs as needed; confirming special items are dispensed; maintaining and processing patient diet attendance records; monitoring on-unit and Regular Line service; and reporting concerns as needed.
- **Act as consult to Nutrition Services staff on technical aspects of preparing and serving modified diets and nourishments including Diet Line, Regular Line, and on-unit service.** Examples: responding to concerns from staff and patients and/or referring to the dietitian whenever appropriate; and orienting new Presentation staff to technical aspects of meal service.
- Assist with maintaining food quality. Taste-test assigned meals and report concerns e.g., food quality, portion sizes, temperatures, preparation or service procedures.
- Enter data and maintain accurate nutrition records in the nutrition software program including menus, nourishments, recipes, nutrient analysis and food/supply inventory, etc.
- Implement facility and department mission, goals, and objectives. Follow all established policies/procedures.
- Evaluate activities pertaining to work assignment and make recommendations for work improvement. This may include participation in projects planning/implementation and management of a clinical responsibility, e.g., Diet Office Reference Binder.

- Assist in the orientation of new clinical staff and, as directed, provide in-service training.
- Works with dietetic interns as needed.
- Assist with other Performance Improvement monitoring.
- Implement facility and department mission, goals, and objectives. Follow all established policies/procedures.
- Assist with updating manuals, e.g., Nutrition Services Policy and Procedure Manual, and the Sanitation and Equipment Manual, when assigned.
- Maintain/update filing system for department purchase orders/State contracts, equipment purchase binder, vendor information, Property/Equipment Inventory, and current SDS information

5% Other Safety/Security/Infection Control/Emergency Response. Maintain requirements for safety, security, infection control, emergency response, and a non-hostile work environment.

Examples: Adhere to infection control and health/hygiene standards such as hand washing, glove usage, personal hygiene, standard universal precautions, report infectious or communicable diseases, complete annual health review in birth month, dress code; no smoking/tobacco/etc. on grounds; visually inspect the work area for safety alerts; report concerns/write work orders; follow body ergonomics/safety precautions; read/follow equipment operating/procedural instructions; use chemicals/protective equipment per Safety Data Sheets (SDS) Manual; adhere to relationship security requirements; maintain professional boundaries with patients; apply training in Therapeutic Strategies & Interventions (TSI); report patient adverse behavior/document as needed for the clinical record; control contraband; immediately report missing contraband; maintain secure work areas; implement role during “red light” emergencies; report to work as scheduled or directed during hospital or community emergencies/implement role/participate in alternate feeding plans; participate in mandatory drills and shakedowns; respond in emergencies, e.g., fire, chemical spills, etc.; during lockdowns, perform duties as assigned throughout hospital inside secured area, maintain a non-hostile non-disruptive work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, codes of conduct, patient rights, abuse prevention, treatment of others with professionalism, respect, and courtesy.

Accomplish various safety activities for Nutrition Services.

Examples: chair department safety meetings and/or participate in hospital safety committee meetings, with assistance/direction from the Safety Manager; document activities (minutes, reports, etc.); investigate and complete injury reports; ensure the Safety Data Sheets (SDS) are currently maintained; and submit recommendations for revisions to Safety Manager.

2. SUPERVISION RECEIVED

- Assigned Assistant Director of Dietetics

3. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices and theories of nutrition and dietetics; methods of planning, preparing and serving food to a large number of persons; special dietary requirements of mentally or developmentally disabled persons; and other client groups.

ABILITY TO:

Apply the principles and practices of nutrition and dietetics; communicate nutritional data to the health care team and food service employees; keep records and prepare reports; analyze situations accurately and adopt an effective course of action.

4. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR N/A

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of hospitalized patients/clients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric

Adolescent

X Adult

X Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of Therapeutic Strategies & Interventions (TSI).

RESTRAINT/SECLUSION N/A

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness of multicultural issues in the workplace which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Applies knowledge of nutritional principles and correct protocols in processing diet orders.
- Applies knowledge of modern office methods including programs for word processing and organizing/reporting/tabulating data; nutrient analysis; and other nutrition services-related software.
- Effectively interfaces with Nutrition Services and hospital staff to promote the timely and accurate provision of modified diets, and other services.
- **Relationship Security:** Demonstrates professional interactions with patients and maintain therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Applies knowledge of clinical nutrition therapy in a psychiatric setting.
- Applies and demonstrates knowledge of office equipment operation and maintenance, e.g., computer, fax, and copier.

5. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

6. TRAINING - Training Category = 12

The employee is required to keep current with the completion of all required training.

7. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name & Title

Date

Reviewing Supervisor Signature

Print Name & Title

Date